

Theophilus
M^r in the
Short

Metcalfes
Art of
Writing



Cæsar was praised for his Dexterity
In Feats of Warr, and Martiall Chevalry :
And no less famous art thou for thy skill
In Nimble turning of thy Silver-quill ;
Which with the preachers mouth houlds equal pace
And swiftly glides along untill the race
Of his discourse be run, so that I thinke
His words breathed from his Mouth are turned to Inke

The Alphabet

Double letters to

a	^	bl	4	fl	4	pl	4
b	^	br	4	fr	4	pr	4
c	^	cl	4	gl	4	sh	4
d	^	cf	4	gr	4	sh	4
e	^	df	2	kn	4	tl	4
f	^	dn	2				

Double letters to end no

g	^	ld	4	lt	4	nt	4
h	^	lk	4	mp	4	rd	4
i	^	lm	4	mp	4	rk	4
k	^	ln	4	nd	4	rl	4
l	^	lp	4	ng	4	rm	4
m	^	ls	4	nk	4		

n	^						
o	^						
p	^						
q	^						
r	^						
s	^						
t	^						
u	^						
v	^						

Handwritten notes and symbols, including a large 'H' and various markings.

1042.6.57

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Theophilus
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Short

Metcalfe
Art of
Writing



Cesar was praised for his Dexterity
In Feats of Warr, and Martiall Chevalry :
And no less famous art thou for thy skill
In Nimble turning of thy Silver-quill ; -
Which with the preachers mouth should sequall pace
And swiftly glides along untill the race
Of his discourse be run, so that I thinke
His words breathd from his Mouth are turnd to Inke

Rev. Father.

SHORT

Writing the most Easie,
Exact line all and Handy
Method that hath ever yet
been obtained or taught.

Composed by

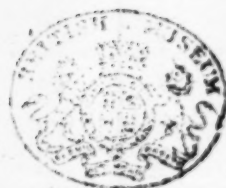
Theophilus Metcalf
Author and professor
of the said Art

The
X Commandments

[Handwritten notes and calculations, possibly related to the survey or land area.]

that ends in prayer

There is
Edition much re-
larged & by the Author
which is better made in a
practicable manner with-
out any other Teacher.
London printed for
J. H. Manscock & are to be
sold at his shop at the
entrance into pop-
head alle. &c.



~~Abb. Frazer~~
Short-Writing,

*The most easie, Exact, Lineal, and
Speedy METHOD that hath ever
been Obtained, or Taught.*

Composed by
THEOPHILUS METCALFE,
Author and Professor of the said
A R T.

The Last Edition.

With a New Table for shortning of Words.

Which Book is able to make the
Practitioner perfect without a Teacher.

As many Hundreds in this City,
and elsewhere, that are able to write Ser-
mons word for word, can from their
own Experience Testifie.

A young man, that lately lived
in *Cornhill*, Learned so well by this
Book, that he wrote out all the Bi-
ble in this Character.

LONDON, Printed for, and are to be sold by *John
Hancock* at the first Shop in *Popes-Head-Alley* in
Cornhil, at the sign of the three Bibles, 1679.

1111111111

TO THE READER.

Courteous Reader,

AS it is the property of my professed Art to comprize many things within the limits of a narrow circle, so I hold it a point of wisdom without circumlocution or idle multiplication of words to express a mans intent and meaning. Solomons Proverbs are therefore called sweet because short; and admired of all, because under a little husk is contained a large kernel. The Art and knowledge of man riseth by degrees, and many times by reason of our ignorance of a more compendious method, we run a great way about, and perhaps with much anxiety and trouble of mind, we are at the last directed thither by the bow, whither we might have gone by the string. Every day brings out some new invention or other, the bulk of every Art and Science encreaseth with the times, only this Art of Radio-Stenography is crasped within so small a girdle, and so succinctly trussed up, that upon the least diminution, which is scarce to be supposed, an annihilation should seem to follow. There are many things which commend this Art, as that

it hath attained its Perfection, whereas other Arts expatiate, and extend themselves beyond all compass of mans brain. Again, we must not suppose it to be some upstart or new-coyned Art, for it is as ancient as Homer himself, whose *Iliads* we read to be comprized in the shell of a Nut. I dare say no more, lest I should not seem to comply with my faculty; and therefore, Gentle Reader, all that I desire is, to have your approbation after your probation, and censure after trial. Thus hoping to enjoy both, I rest, ready prest, to afford you what furtherance I can.

Theophilus Metcalfe.

The Stationer to the Reader.

Gentle Reader, Though I know divers I have learned in two or three days time by this *Book* only, yet if need require for thy more speedy attaining to perfection in this Art, there is published a *School-master*, explaining all the Rules thereof, to the weakest capacity; Also a new *Copy-book* of several hands, viz. *Secretary, Roman, Italian, Running, and Text-hand*: sold by *John Hanceck* at his shop in *Popes-Head-Alley* at the sign of the three *Bibles*.

CHAP.

CHAP. I.

Of the excellent use of this available Art of
RADIO-STENOGRAPHY.

AS Practice brings Perfection in all Arts and Sciences, So being once perfect in this Art, you shall with little use retain the same still in memory, during your life. Your memory shall be much helped and preserved, the pains of your most usual studies greatly extenuated thereby. By the said Art, you may be able to take any Sermons or Speech, being treatably spoken, word for word, as many hundred men and women in this City of *London*, which have learned only by the Book, worthily manifest. It is useful for Ambassadors, Messengers and Travellers, for the ready and speedy description of Places, Manners, Customs, Policies and Government of each Nation. It serveth for each other use, which I leave to those who can better judge of the best and most profitable use hereof.

Now considering what singular benefit you shall enjoy hereby, let me request you not to fear your own imbecility, nor weakness of your capacity for the attain-

A 3 ing

6 *The Art of Short-writing.*

ing of mature perfection in this Art, by this book alone, without any other teacher: For first, the rules are few, pertinent, plain and easie, teaching the meanest capacity. Secondly, you have examples also suitable to every rule, so there can be no mistake. Thirdly, the rules of the book are placed in order as you must learn them.

Before you proceed any further, you may be pleased to observe, that in this Art you have the sound of every word, rather than the true Orthography thereof, so that many times letters, yea whole syllables may be left out of some words, yet sufficient sound remaining still to express the same; Examples you have hereof in the fourth Chapter of this Book.

Take this advice before you enter on it, when you have learned the Alphabet of letters well, and the other rules for joyning, and have attained to an understanding in this art; I say strive not so much to write it swiftly, as exactly, that all you write may be according to the rules of the book, which must be learned in order first, and then you will be able to read what you have written with facility. Thus use will make you perfect, and swiftness will follow after; the more you practise, the more you will gain experience.

Chap.

CHAP. II.

Of the Alphabetical Characters which do represent the Alphabet of our English Letters: And these must be got perfectly by heart, before you proceed any further.

THere are two Characters for *p*, two for *s*, the first to begin words, the latter to end words.

Observe this Rule for the joyning of the Letters aforesaid. These Characters are extracted from the Alphabet of letters and are made after this manner, by joyning two Characters together: As for example, suppose you have a word to begin with *bl*, to include these two Characters in one, you must do it thus, first write down the Character *b* thus (<) then from thence where you take off your Pen, joyn the Character *l*, which is the next letter, thus (< l) and so you have a Character for *bl*, and so after the same manner you are to make from the Alphabet all other Characters, by uniting together those that are at the beginning and ending of words.

CHAP. III.

S Heweth the places of certain Vowels in this Art, where you must only use five places for the Vowels, according to the number of them, and they be thus disposed.













By these examples you may see, that *e* is above, *i* is the equal top, *o* is in the middle, *u* is the equal foot, *u* is underneath your letter, and so place them about all the rest of your letters, as you see the examples above written.





The third Chapter containeth the chiefest Rule in all the Art, therefore let the learner be careful to observe it well; for this of the Vowels places being rightly understood, the other Rules may be learned with ease. Be not discouraged though at the first it seem difficult; some young beginners have been so unwise, as to cast the Book away, because they could not presently apprehend all at the first reading; when as many hundreds having stuck to it, have speedily attained it, and counted their time well spent.

CHAP.

CHAP. IV.

S Heweth the use of the Vowels thus placed. First if any of these five Vowels begin a word, the very letter of the Vowel must be expressed, as in these words following :

a	e	i	o	u
 am	 eke	 ile	 on	 urge
 at	 eye	 rie	 or	 utter

Secondly, when a Vowel cometh in the middle of a word, then remember that you place the next letter that cometh after it in the place of the former Vowel ; as for Example, to write *back*, first set down your *b*, thus () now the next letter after *b*, is your Vowel *a* ; now note, that the place of *a* is just over the letter *b*, and in that place write your letter following, which is *k* thus () *back*. To write *bait*, first make your *b*, thus () now the next letter after *b*, is the Vowel *a*, now the place of *a* is the top of the Character *b*, and in that place write the letter following which is *t*, thus () *bait*, to this end observe your examples following in the next leaf.

A Table of Examples for shortning of words.

MAny times letters and whole syllables may be left out, & yet sufficient found remaining to expresse the word by.

For *Abraham* write *Abram*, for *vehement* write *vemen*, for *daughter* write *dater*, for *laughter* write *later*, for *might* write *mite*, for *naught* write *naut*, for *Burrough* write *Bure*, for *thorough* write *thuro*, for *liberal* write *libral*, for *alteration* write *altration*, for *beautified* write *butified*, for *mystery* write *mysry*, for *arm* write *rm*, for *argue* write *rgu*, for *arbor* write *rbor*, &c. Many more might be added, but these I judge sufficient to direct the ingenious Learners.

Note also, That when *E* comes before *X* it may be always left out; as for example, for *explain* write *xplain*, for *examine* write *xamin*, and the like.

When any double Letters come together, as *ff*, *ll*, *mm*, leave out one of them:

For	$\left. \begin{array}{l} \text{Affable} \\ \text{Allow} \\ \text{Command} \end{array} \right\}$	write	$\left. \begin{array}{l} \text{Afabl} \\ \text{Alow} \\ \text{Comand} \end{array} \right\}$		

And always instead of *ph*, write *f*, as in *fifick*, *farisic*, *filefific*.

CHAP.

Thirdly when a double consonant begins a word then let the vowel be placed about the left letter as for example to write (blame) set your double letter downe thus (b) and then your vowel being (a) write (i) in the place of it thus (ai) to write blacke set downe your (bl) thus (b) and then your vowel being (a) write (i) in the place of it thus (ai) to this end observe these examples following

ai	blood	ai	knees	ai	spake
ai	blot	ai	please	ai	sparrow
ai	bright	ai	plucke	ai	spoue
ai	brought	ai	praise	ai	spoile
ai	cleare	ai	prayer	ai	spread
ai	cloth	ai	pride	ai	steale
ai	crowne	ai	shadow	ai	still
ai	draught	ai	shame	ai	stocke
ai	flame	ai	slaine	ai	store
ai	flocke	ai	schoole	ai	strait
ai	fraud	ai	skin	ai	swallow
ai	fright	ai	small	ai	sweet
ai	glass	ai	small	ai	tread
ai	greife	ai	snare	ai	treas

Fourthly observe when a word begins with a single letter and ends with a double letter then place your double letter in that vowel place that most sounds the word as for example to write build set your single letter (b) downe thus (b) then your vowel being (i) write (id) in the place of (i) thus (ai) to write feild set downe your (f) thus (f) then write (id) in the place of (e) thus (fi) feild to this end observe the examples following

The Art of Short writing

h	balme	h	hurt	m	sikke
<	better	pr	pearle	l _m	songe
<v	bond	p _r	point	h	storme
<v	buile	hp	scorne	h ₂	torne
<v	could	h _r	short	>	water
<v	faint				

Fiftly observe if one letter (or) two letters begin a word and those wordes end with a vowell then put a pricke in that vowells place to expresse the word as for example to write (by) set downe your (b) thus (<) then put a pricke in the place of (i) thus (<v) to write blow set downe your double letter (bl) thus (<v) then put a period in the place of (o) thus (<v) (blow) to this end observe the examples following

t	few	h	to	l	plough
h	fee	f	way	f	pray
h	high	x	woe	h	shes
i	jaw	c	clay	h	shew
i	jew	e	cry	h	skie
i	joy	f	draw	b	slay
h	key	h	dry	h	snow
h	nigh	h	fly	h	spue
h	noe	h	free	h	stay
h	now	h	gnaw	h	straw
h	say	h	grow	h	true
h	see	h	knee	h	try
h	see	h	know	h	

1941

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
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[illegible]

Sixthly observe that sometymes fillables may be left out of some wordes, yet sufficient sound remaining still to expresse the same as for example

3 ^r	daughter	3	laughtor	15	slaughter
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Seavently, note that when a period is put within the circumference or middle of a word it signifieth (son) as these for instruction

8	compari ^{son}	9	poi ^{son}	9	sea ^{son}
10	les ^{son}	1	pr ^{ison}	10	treas ^{on}
6	per ^{son}	7	rea ^{son}	11	ven ^{ison}

Eighthly observe this rule, that when a word ends with (s) then put a period behind it to expresse the plurall number as for example

1	bon ^s	3	eye ^s	17	nur ^{se}
3 ^v	debt ^s	14	frog ^s	18	rit ^s
11	el ^{se}	15	goat ^s	19	tar ^s

Ninthly when words end with (ad) then put (d) in the (e) place of the former letter as in these examplas and the like /

12	array ^{ed}	13	ioyn ^{ed}	12	rob ^{bed}
13	bov ^{ed}	14	noigh ^{ed}	13	ven ^{ed}
14	clout ^{ed}	15	nois ^{ed}	14	us ^{ed}

Tenthly observe that if two vowels come together in a word and both of them of necessity must be accented then accense them thus as in these examplas

15	fo ^u er ^o ll	15	ge ^o u ^o ll	15	po ^o et
16	fo ^u er ^o	16	low ^o er	16	ri ^o t
17	hew ^o er	17	ly ^o on	17	vo ^o u ^o ll

Eleventhly note that when a word ends with (fis) put a period in the place of (i) as in these examples

1. damnisie	1. iustisie	10. rectisie
2. edisie	2. magnisie	11. terisie
3. fortisie	3. pacisie	12. villisie

Twelvly note that when a word ends with (tis) then put a period in the (i) place of (t) thus (i) as in these examples

1. active	2. captiue	3. native
4. affirmative	5. motive	6. primitive

Thirtenth to acquaint you with this rule concerning (qu) you shall understand they are never disioyned but evermore lincked together as you may see in these examples following (guarile) (qualitie) (queene) (question) (quicken)

Fourteenth note that when a word endes with (est) (remember) that you write (st) in the place of (e) as in these examples

1. fittest	2. meetest	3. readest
4. meanest	5. mockest	6. wropest

1961

1. The first part of the document is a list of names and addresses, which appears to be a directory or a list of contacts. The names are written in a cursive script, and the addresses are listed below them. The list includes names such as "John A. Smith", "John B. Smith", "John C. Smith", "John D. Smith", "John E. Smith", "John F. Smith", "John G. Smith", "John H. Smith", "John I. Smith", "John J. Smith", "John K. Smith", "John L. Smith", "John M. Smith", "John N. Smith", "John O. Smith", "John P. Smith", "John Q. Smith", "John R. Smith", "John S. Smith", "John T. Smith", "John U. Smith", "John V. Smith", "John W. Smith", "John X. Smith", "John Y. Smith", and "John Z. Smith".

1. The first part of the document is a letter from the President of the United States to the Congress, dated January 1, 1861. It is a copy of the original, and is signed by the President.

1890	1891	1892	1893	1894	1895	1896	1897	1898	1899	1900	1901	1902	1903	1904	1905	1906	1907	1908	1909	1910	1911	1912	1913	1914	1915	1916	1917	1918	1919	1920	1921	1922	1923	1924	1925	1926	1927	1928	1929	1930	1931	1932	1933	1934	1935	1936	1937	1938	1939	1940	1941	1942	1943	1944	1945	1946	1947	1948	1949	1950	1951	1952	1953	1954	1955	1956	1957	1958	1959	1960	1961	1962	1963	1964	1965	1966	1967	1968	1969	1970	1971	1972	1973	1974	1975	1976	1977	1978	1979	1980	1981	1982	1983	1984	1985	1986	1987	1988	1989	1990	1991	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049	2050	2051	2052	2053	2054	2055	2056	2057	2058	2059	2060	2061	2062	2063	2064	2065	2066	2067	2068	2069	2070	2071	2072	2073	2074	2075	2076	2077	2078	2079	2080	2081	2082	2083	2084	2085	2086	2087	2088	2089	2090	2091	2092	2093	2094	2095	2096	2097	2098	2099	2100	2101	2102	2103	2104	2105	2106	2107	2108	2109	2110	2111	2112	2113	2114	2115	2116	2117	2118	2119	2120	2121	2122	2123	2124	2125	2126	2127	2128	2129	2130	2131	2132	2133	2134	2135	2136	2137	2138	2139	2140	2141	2142	2143	2144	2145	2146	2147	2148	2149	2150	2151	2152	2153	2154	2155	2156	2157	2158	2159	2160	2161	2162	2163	2164	2165	2166	2167	2168	2169	2170	2171	2172	2173	2174	2175	2176	2177	2178	2179	2180	2181	2182	2183	2184	2185	2186	2187	2188	2189	2190	2191	2192	2193	2194	2195	2196	2197	2198	2199	2200	2201	2202	2203	2204	2205	2206	2207	2208	2209	2210	2211	2212	2213	2214	2215	2216	2217	2218	2219	2220	2221	2222	2223	2224	2225	2226	2227	2228	2229	2230	2231	2232	2233	2234	2235	2236	2237	2238	2239	2240	2241	2242	2243	2244	2245	2246	2247	2248	2249	2250	2251	2252	2253	2254	2255	2256	2257	2258	2259	2260	2261	2262	2263	2264	2265	2266	2267	2268	2269	2270	2271	2272	2273	2274	2275	2276	2277	2278	2279	2280	2281	2282	2283	2284	2285	2286	2287	2288	2289	2290	2291	2292	2293	2294	2295	2296	2297	2298	2299	2300	2301	2302	2303	2304	2305	2306	2307	2308	2309	2310	2311	2312	2313	2314	2315	2316	2317	2318	2319	2320	2321	2322	2323	2324	2325	2326	2327	2328	2329	2330	2331	2332	2333	2334	2335	2336	2337	2338	2339	2340	2341	2342	2343	2344	2345	2346	2347	2348	2349	2350	2351	2352	2353	2354	2355	2356	2357	2358	2359	2360	2361	2362	2363	2364	2365	2366	2367	2368	2369	2370	2371	2372	2373	2374	2375	2376	2377	2378	2379	2380	2381	2382	2383	2384	2385	2386	2387	2388	2389	2390	2391	2392	2393	2394	2395	2396	2397	2398	2399	2400	2401	2402	2403	2404	2405	2406	2407	2408	2409	2410	2411	2412	2413	2414	2415	2416	2417	2418	2419	2420	2421	2422	2423	2424	2425	2426	2427	2428	2429	2430	2431	2432	2433	2434	2435	2436	2437	2438	2439	2440	2441	2442	2443	2444	2445	2446	2447	2448	2449	2450	2451	2452	2453	2454	2455	2456	2457	2458	2459	2460	2461	2462	2463	2464	2465	2466	2467	2468	2469	2470	2471	2472	2473	2474	2475	2476	2477	2478	2479	2480	2481	2482	2483	2484	2485	2486	2487	2488	2489	2490	2491	2492	2493	2494	2495	2496	2497	2498	2499	2500	2501	2502	2503	2504	2505	2506	2507	2508	2509	2510	2511	2512	2513	2514	2515	2516	2517	2518	2519	2520	2521	2522	2523	2524	2525	2526	2527	2528	2529	2530	2531	2532	2533	2534	2535	2536	2537	2538	2539	2540	2541	2542	2543	2544	2545	2546	2547	2548	2549	2550	2551	2552	2553	2554	2555	2556	2557	2558	2559	2560	2561	2562	2563	2564	2565	2566	2567	2568	2569	2570	2571	2572	2573	2574	2575	2576	2577	2578	2579	2580	2581	2582	2583	2584	2585	2586	2587	2588	2589	2590	2591	2592	2593	2594	2595	2596	2597	2598	2599	2600	2601	2602	2603	2604	2605	2606	2607	2608	2609	2610	2611	2612	2613	2614	2615	2616	2617	2618	2619	2620	2621	2622	2623	2624	2625	2626	2627	2628	2629	2630	2631	2632	2633	2634	2635	2636	2637	2638	2639	2640	2641	2642	2643	2644	2645	2646	2647	2648	2649	2650	2651	2652	2653	2654	2655	2656	2657	2658	2659	2660	2661	2662	2663	2664	2665	2666	2667	2668	2669	2670	2671	2672	2673	2674	2675	2676	2677	2678	2679	2680	2681	2682	2683	2684	2685	2686	2687	2688	2689	2690	2691	2692	2693	2694	2695	2696	2697	2698	2699	2700	2701	2702	2703	2704	2705	2706	2707	2708	2709	2710	2711	2712	2713	2714	2715	2716	2717	2718	2719	2720	2721	2722	2723	2724	2725	2726	2727	2728	2729	2730	2731	2732	2733	2734	2735	2736	2737	2738	2739	2740	2741	2742	2743	2744	2745	2746	2747	2748	2749	2750	2751	2752	2753	2754	2755	2756	2757	2758	2759	2760	2761	2762	2763	2764	2765	2766	2767	2768	2769	2770	2771	2772	2773	2774	2775	2776	2777	2778	2779	2780	2781	2782	2783	2784	2785	2786	2787	2788	2789	2790	2791	2792	2793	2794	2795	2796	2797	2798	2799	2800	2801	2802	2803	2804	2805	2806	2807	2808	2809	2810	2811	2812	2813	2814	2815	2816	2817	2818	2819	2820	2821	2822	2823	2824	2825	2826	2827	2828	2829	2830	2831	2832	2833	2834	2835	2836	2837	2838	2839	2840	2841	2842	2843	2844	2845	2846	2847	2848	2849	2850	2851	2852	2853	2854	2855	2856	2857	2858	2859	2860	2861	2862	2863	2864	2865	2866	2867	2868	2869	2870	2871	2872	2873	2874	2875	2876	2877	2878	2879	2880	2881	2882	2883	2884	2885	2886	2887	2888	2889	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Propositions to begin long wordes are these

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	ob }	2	de	l	pub
T	ac	?	diſſ	n	pur
3	ad		fall	r	re
a	af	—	full }	s	satis
u	afflict	2	in	2	ſanct
u	all	2	in	v	ſor
^	an	2	liber	2	ſub
	ap }	c	mor	2	ſuffice.
p	ty }	o	moſt }	2	ſup
z	as	x	miſt }	2	tempt
d	be		more	2	taſt
E	ch	o	par }	2	th
	circum		per }	2	thr
u	com	p	part	2	trance
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Terminations for ending long wordes are theſe

L	able	1	ject	>	ſoaver
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CHAP. V.

*Of the Prepositions and Terminations
for long words.*

THese *Prepositions* and *Terminations* must be perfectly gotten by heart, having but small dependance upon the letters of the Alphabet, being of much use in the writing of all long words, each of them standing for a syllable, and some for more.

CHAP. VI.

SHeweth how to distinguish Characters that have some resemblance with others: And here observe, both in your *Prepositions* and *Terminations* you shall find sometimes, that one and the same Character may stand for two things.

As for Example:

There

[Faint, illegible handwritten notes or bleed-through from the reverse side of the page.]

CHAP. V.

*Of the Prepositions and Terminations
for long words.*

THese *Prepositions* and *Terminations* must be perfectly gotten by heart, having but small dependance upon the letters of the Alphabet, being of much use in the writing of all long words, each of them standing for a syllable, and some for more.

CHAP. VI.

SHeweth how to distinguish Characters that have some resemblance with others: And here observe, both in your *Prepositions* and *Terminations* you shall find sometimes, that one and the same Character may stand for two things.

As for Example :

There

There is the same Character for

<p>be coll cor ch croft con de dure eth ence re pro sanct for th thr tie ing un ant ent wr wh</p>	<p>be coll cor ch croft con de dure eth ence re pro sanct for th thr tie ing un ant ent wr wh</p>	And	<p>believe call care child Christ concern deliver drink hath hence our proverb saint sure that there the thing unto want went were which</p>
		And	
		And	

All

All which may with facility be distinguished thus, When any of these standing alone by themselves, they are for whole words, but when they are joyn'd with any other letter, they are but a part; as for example, this Preposition *be*, when it standeth alone is *believe*: so the Preposition *coll*, when it standeth alone is *call*, and so of the rest. All which is no hindrance, but rather a help unto the memory; for by remembering the one, the other cannot be forgotten.




C H A P. VII.



Of Directions for the joyning of words, which are to be drawn out of the former Prepositions and Terminations, observe these four Rules.





First, set down your Preposition which begins the word, then if one letter, or more, come next after, joyn that letter or letters where you took off your Pen from your former Preposition, without removing your Pen: then write your letter or letters following in the place of that Vowel that most sounds the word. As for Example.


First,


14 *The Art of Short-writing.*



First write your Preposition for *ab*, thus () the next letters following, being *st*, must be joyned to *ab*, thus () and then in the Vowels place which is *a*, write *n*, thus () *abstain*.




To write *affirm*, first set your Preposition for *aff*, thus () then place your double letter *rm*, in the *i* place of *aff*, thus () *affirm*.




Secondly, when your Preposition doth begin the words and end the words, then always joyn them together: As for example, to write *account*, set down your Preposition *ac*, thus () then where you are to take off your pen from *ac*, joyn *count*, thus () without removing your pen. To write *appear* set down your preposition *ap*, thus () then where you are to take off your pen from *ap*, joyn your Preposition *per* thus, () without removing your pen.




Thirdly, Sometimes you have a Preposition to begin a word, and a Termination to end that word: As for example, to write *preserve*, first set down your Preposition *pre*, thus () when there is no Vowel between the Preposition and Termination, then observe it is a general Rule, that you always joyn them together

ther, without removing your Pen, thus () *preserve*.

To write *present* set down your Preposition *pre*, thus () then where you were to take off your pen, joyn your Termination *sent*, thus ()

Fourthly, if a Preposition or Termination begin a word, and there be neither to end it, then it must be ended with the letters of the Alphabet: As for example, to write *absolve*, set down your *ab*, thus () then to joyn *s* to *ab*, thus () then your Vowel being *o*, write *l* in the place of it thus ()

To write *admit*, first set down your *ad*, thus () then joyn your *m* to *ad*, thus () then your Vowel being *i*, write *e* in the place of it thus ()

To write *affright*, first set down your *aff*, thus () then joyn your *r* to your *aff*, thus () then in the *i* place of your *r* write *t*, thus () So that by observing these Rules exactly, if you had no other examples, you might be able to make any word which may be drawn or made out of the aforelaid *Prepositions* and *Terminations*; yet for your more easie & speedy attaining to it, I have drawn out the *Table* of examples following, and have exactly charactered them to your hands. You

YOU need not charge your memory with them in learning them, or any of the following Tables by heart, they are added for example sake, and more curiosity in this Art: for any word may be written by the foregoing Rules, and is at thy own choice to learn any further.

Only let me say thus much for the Alphabetical Table of words of any sort in page 34. which are often in use, its worthy your learning, and but little trouble to memory, being drawn from the letters of the Alphabet, and in a shorter way than can be written by the Rules of the Book.

Such as learn this Art must write the Characters smaller than these which are cut in wood, for example of the Learner. 16

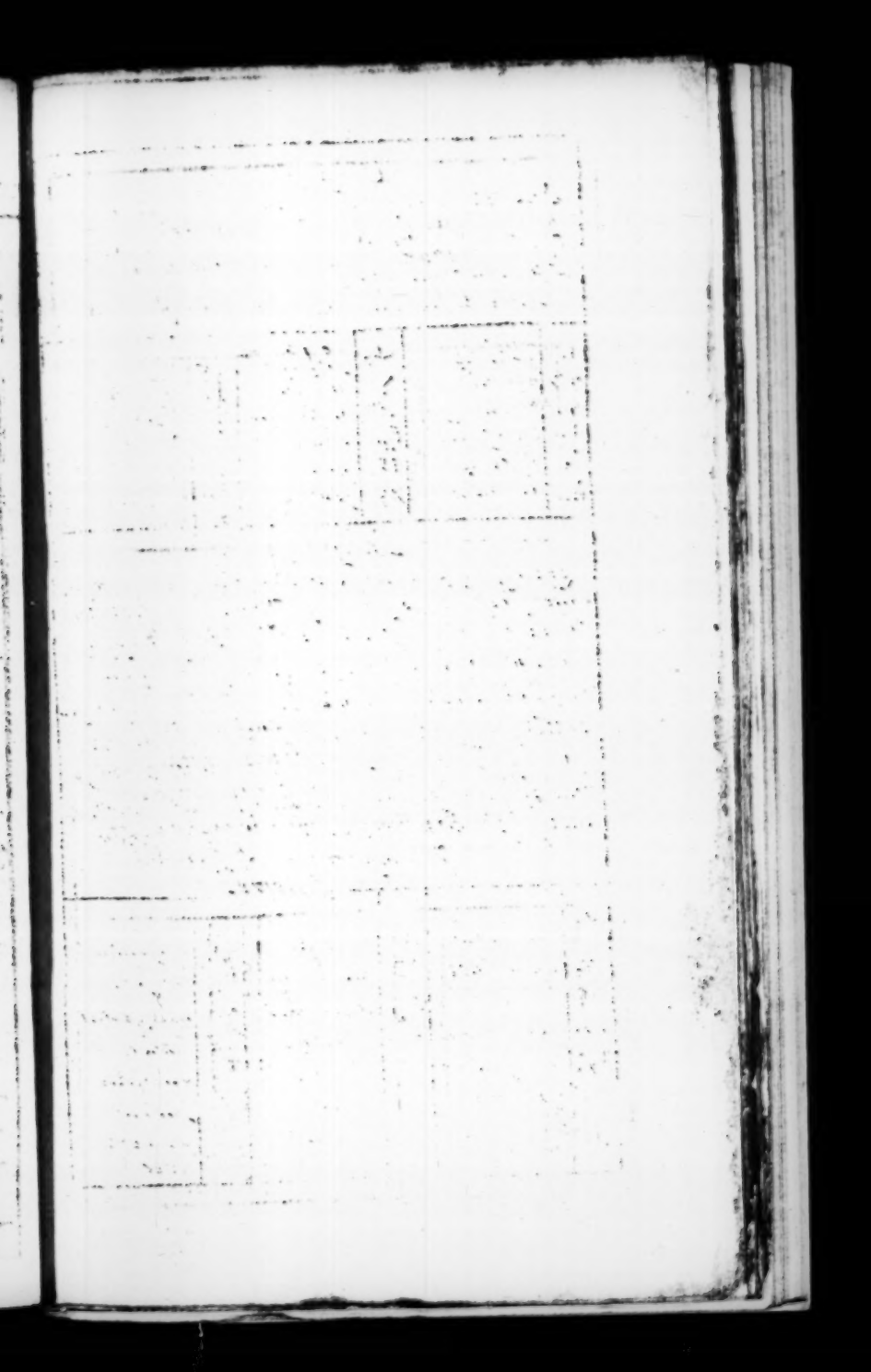
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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100

f	abate	z	ascend	y	continue
tr	abhors	z	ascend	z	contrite
tr	abide	z	assemble	z	correct
t	abound	z	assist	z	corrupt
t	about	z	assure	z	corne
tr	absent	z	astray	z	defend
t	abuse	do	become	z	dony
tr	object	t	before	z	designe
tr	obtaine	d	besought	z	desort
T	access	d	boston	z	desire
T	accuse	do	betray	z	desolate
T	accord	z	chaff	z	despise
z	address	z	chamber	z	determine
tr	admire	z	cheese	z	devoure
z	advise	z	chuse	z	devise
an	afford	z	comfort	z	disciple
an	affraid	z	communicate	z	dispaire
an	after	z	commande	z	discome
an	alienate	z	commendo	z	disdaine
an	allowe	z	common	z	diseaso
an	allure	z	communion	z	dishonor
an	almighty	z	commit	z	disobay
an	alter	z	company	z	dispoise
an	anchor	z	compare	z	dispute
an	anoint	z	compass	z	dissolve
an	antient	z	complaine	z	divide
an	apparent	z	complot	z	follow
an	appease	z	comprehend	z	image
an	appertaine	z	condemne	z	immoderate
an	applie	z	consist	z	incline
an	appoint	z	conspire	z	encourage
an	apprehend	z	consult	z	indeed

2	indure	4	presume	11	these
1	instruct	43	prevail	1-	thou
1	intreate	4	prevent	1	they
v	invite	6	procure	1	this
e	merrie	n	redeme	1	those
e	mercie	n	refuse	1	though
e	miracle	n	release	1	thou
xv	moreover	n	remain	6	thousand
x	morrow	n	remit	1	thought
xv	morrell	n	repose	1	thrust
xv	mortall	n	resist	2	unrighteous
x	mourne	n	resolve	2	unworthy
8	message	n	restore	0	wheate
8	misery	n	restrain	0	when
8	pardon	n	retaine	8	wherefore
8	persevere	9	supper	0	while
8	pertake	9	suppose	0	who
4	preach	9	supreme	0	whom
4	pretious	n	sorrow	0	whole
4	prediginate	1	subject	8	whoredoms
4	prepare	1	sublime	0	why

These examples of words, which I
 have collected out of the former pre-
 positions they need not to be learned
 by hart as many hundreds in this City
 whom I have taught from their owne
 experience can worthily manifest. /

1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9
10	10	10	10
11	11	11	11
12	12	12	12
13	13	13	13
14	14	14	14
15	15	15	15
16	16	16	16
17	17	17	17
18	18	18	18
19	19	19	19
20	20	20	20
21	21	21	21
22	22	22	22
23	23	23	23
24	24	24	24
25	25	25	25
26	26	26	26
27	27	27	27
28	28	28	28
29	29	29	29
30	30	30	30
31	31	31	31
32	32	32	32
33	33	33	33
34	34	34	34
35	35	35	35
36	36	36	36
37	37	37	37
38	38	38	38
39	39	39	39
40	40	40	40
41	41	41	41
42	42	42	42
43	43	43	43
44	44	44	44
45	45	45	45
46	46	46	46
47	47	47	47
48	48	48	48
49	49	49	49
50	50	50	50
51	51	51	51
52	52	52	52
53	53	53	53
54	54	54	54
55	55	55	55
56	56	56	56
57	57	57	57
58	58	58	58
59	59	59	59
60	60	60	60
61	61	61	61
62	62	62	62
63	63	63	63
64	64	64	64
65	65	65	65
66	66	66	66
67	67	67	67
68	68	68	68
69	69	69	69
70	70	70	70
71	71	71	71
72	72	72	72
73	73	73	73
74	74	74	74
75	75	75	75
76	76	76	76
77	77	77	77
78	78	78	78
79	79	79	79
80	80	80	80
81	81	81	81
82	82	82	82
83	83	83	83
84	84	84	84
85	85	85	85
86	86	86	86
87	87	87	87
88	88	88	88
89	89	89	89
90	90	90	90
91	91	91	91
92	92	92	92
93	93	93	93
94	94	94	94
95	95	95	95
96	96	96	96
97	97	97	97
98	98	98	98
99	99	99	99
100	100	100	100



Chap: 8

Sheweth that you have sometymer those which
I call prepositions to end wordes as well as to
Begin wordes and terminations to begin as well
as to end as example in these

L	abilitie	to	falsly	as	speech
43	branch	2	much	d	such
40	breath	2v	naturall	z	treasure
2	carefull	4p	pleasure	v	vertue
2	durance	75	quench	z	usefull
2	durable	13	search	f	watch

Chap: 9

Likewise if you ad your terminations to your for-
mer prepositions you may make any word that is
to bee made out of them. but now some may say
vnto mee how shall I doe it, I answer you
may doe it by your former examples yet for you
better satisfaction herein I will instance in
some few examples out of each of them so
that by them you may bee able to make any word
that possible may be drawne out from them
examples followes

4	favourable	11	reiect	es	consolation
2	allowance	58	chambring	h	howsoever
4v	aliant	32	commonly	2	altogether
4	fornication	42	impediment	2	authoritie
2m	sanctification	43	business	2v	adversitie
2, 10	asendeth	102	jealous	y	savour
5	carefullnesse	8c	supostition	d	pervert
				2v	over

Chap. X
Of Abbreviations of some of the examples
of the former Tables. /

Although these may be writ by the former rules yet for the benefit of those which I have formerly learned this Art unto I thought good to abbreviate these few examples which follow in regard of the usefulness of them being often and frequent in use in every sermon. /

tr	abbreviate	c	circumstance	b'	proceed
T.	accord	c	contrary	b'	profains
TT	acquaint	a	deceive	b'	profess
b	advance	d	declare	b'	profit
h	advantage	g	distress	b'	prophet
y	advocate	g	distribute	b'	provide
ay	afterward	z	fulfill	b'	provision
v.	alsoe	∞	infinite	b.	provokes
u	alwayes	n	inward	b.	propose
u	alwaye	t	obedience	b.	prosecute
R	angell	t	obedient	b.	protect
z	ascribe	d	peradventure	b.	rotation
p	behold	d	perceive	b.	propound
du	behold	d	perfect	b.	promise
d.	belov'd	p	particular	b.	pronounce
g	children	l	prescribe	b.	prophecie
c.	circumfise	l	prerogative	b.	prodigall
c	circumspect	b	profound	b.	reprobate

14. The following information was obtained from the records of the Department of the Interior, Bureau of Land Management, regarding the land owned by the United States in the State of California:

Chapter the XI
Of the usuall hard names in scripture
which are frequent and usefull in a p^rie
sermon. they being exactly made
by rule doe not much charge memory

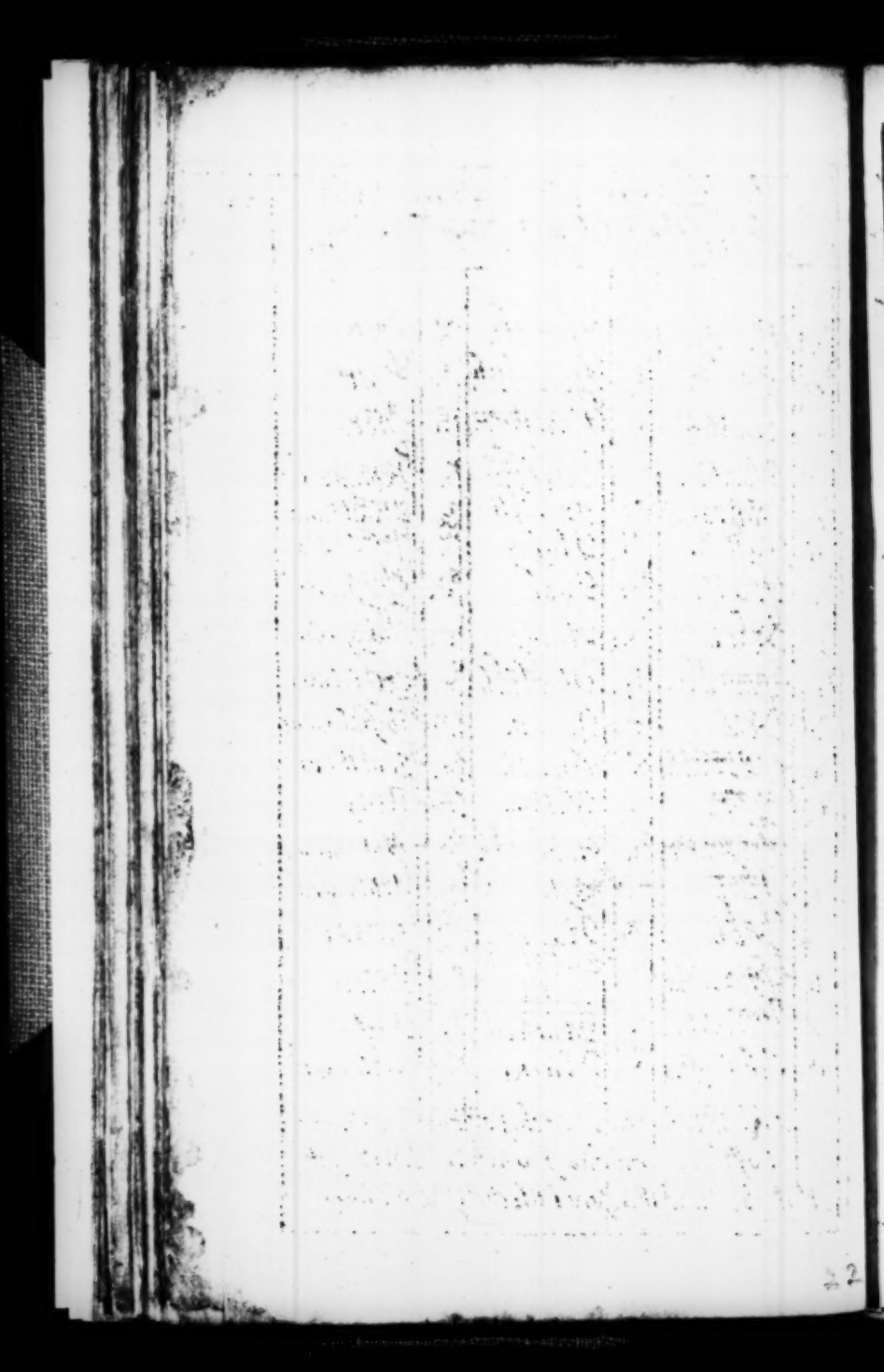
n	Aaron	11	Jesse	27	Nebuchadnezzar
†	Abell	14	Jethro	28	Noah
2	Anthoyhel		Gezabell	+2	Obededom
††	Abner	12	Joseph	29	Onesimus
†	Abraham	12	Jossiah	30	Paul
6	Absolon		Isaack	31	Pharaoh
5	Adam	11	Judas	32	Pilate
†	Benjamin	11	Korah	33	Priscilla
†	Booxe	11	Loah	34	Rachell
3	David	11	Lidda	35	Rahab
24	Doeg	11	Martha	36	Rebeckah
120	Elizabeth	11	Mary	37	Reuben
20	Elias	11	Messiah	38	Sampson
02	Ephraim	11	Merriam	39	Sanballat
01	Esau	11	moab	40	Sarah
43	Goliah	11	mordecai	41	Saul
4	Hagar	11	moses	42	Shem
11	Hamon	11	naaman	43	Solomon
20	Hozekiah	11	naboth	44	Thamar
08	Jacob	11	Nathan	45	Thomas
14	Iehovah	11	nathaniell	46	Vriah

Chap. XII of the Names of the Bookes of the Old and New Testament

32

4	Genesis	oi	Isaiah	u	Luke
20	Exodus	ir	Jeremiah	1-	John
22	Leviticus	u	Lamentations	T	Acts
2	Numbers	zu	Ezekell	k	Romans
3	Deuteronomi	5	Daniell	z	Corinthians
11	Joshua	hi	Hosea	y	Galathians
3	Judges	12	Joel	02	Ephesians
5	Ruth	11	Amos	LU	Philippians
10	Samuell	to	Obadiah	u	Colossians
11	Kings	10	Jonah	11	Thysaloniens
12	Chronicles	vi	Michah	1.	Timotheus
22	Ezra	A	Nahum	12	Titus
20	Nehemiah	2	Habukisk	10	Philomon
1	Esther	21	Zephaniah	10	Hebrewes
12	Job	14	Haggi	y	James
1	Psalms	2	Zachariah	p	Peter
6	Proverbs	1	Malica	1	Jude
1	Ecclesiastes	1	Mathew	1	Revelations
			Marke	10	

The Characters for these bookes they are
all of them drawne from the letters of the
Alphabet and therefore little charge to memory



The Art of Short Writing

33

Chapt: XIII of the use of points

- first for the Interrogative point use this (C)
2ly for your parenthesis use this point (:))
3ly for the end of a perfect sentence use this point (.)
4ly when you writ out any Chapter at the end of
every verse use this point (...)
5ly for the phrase (and so forth) which is often
in use make this point (E)

Chap: XIII Of the Table of wordes

Now having sufficiently furnished you, with long and short, wordes whereby you may be enabled by your owne practise to write any sermon or speech being treatably spoken, word for word, / Yet for your better augmentation and perfection of your knowledge I have here sett downe an index or Table of wordes of sort, not one of them differing from the Alphabet, but each one of them very usefull and frequent in everie sentence and for the most part without removing penn from the paper as doth plainly appeare by the ensuing Table

[illegible]

The Table

ab	2	Abominable	<	Blest	2	Demonstrate
anc	2	Abundance	<	Bless	3	Demonstrate
ant	1	Abundant	<	Both	3	Devill
ac	1	Acknowledge	<	Bread	1	Dignitie
aq	1	Acquite	<	Brotherhood	2	Diligent
sh	n	Admonish	<	Brother	1	Describe
ad	3	Adultery	<	But	2	Distinguish
an	1	Against	<	Buckler	2	Doctrine
ai	1	Alreadie		C	2	Doth
ah	10	Although	c	Can	2	Duty
amr	1	Ambassador	c	Cannot	3	Dwell
an	A	Among	c	Catholicks		E
n	-	And	2	Charge		
an	A	Anger	15	Church	10	Earth
ao	1	Another	7	Conqueror	01	Effect
ap	1	Apostle	5	Conclude	00	Egypt
ap	1	Approve	6	Congregation	01	Elect
ar	A	Author	2	Consuence	01	Epistle
a	1	Away	6	Conversation	01	Equitie
ak	1	Awake	22	Confidence	01	Establish
		B	7	Confound	01	Evangelicall
b	2	Babes	1	Confirme	01	Even
bb	2	Baptisme	5	Contagious	01	Every
by	2	Beautifull	5	Consider	05	Evermore
bc	2	Because	7	Create	02	Everlasting
bg	2	Begin	0	Creature	01	Evill
bf	2	Bonifit	7	Covenant	0	Example
bd	2	Besides		D	0	Except
be	2	Beseech			0	Excell
bx	2	Bedevilt	2	Danger	3	Exclude
bn	2	Blasphemy	2	Deepe	0	Exercise

The Table

35

Exempt	u	Glory		I
Experience	u	God		Illnesse
Expresse	u	Godlinesse	1	Idolatry
Expect	u	Godhead	2	Jerusalem
Extreme	u	Good	2	Jesus
Extinguish	u	Gospel	1	Jf
Extortioner	u	Grace	8	Ignorant
	u	Guift	4	Illustrate
	u	Guilt	19	Impietie
F	u		28	Iniquitie
Faith	u	H	22	Integrity
Felicity		Habit	28	Is
Fellowship	2	Hallowed	1	Israell
First	h	Have	2	It
Flesh	v	He	2	Judge
Folke	2	Heaven	3	
For	h	Heart		K
Forth	r	Help		Keepe
Foundation	u	Heretofore	2	Kind
Frained	n	Hereticke	2	Kindnesse
Fruite	h	Him	2	Kindle
Frustrate	1	Hypocrite	2	King
Furtherance	h	His	2	Kingly
Furthermore	1	Holy	2	Kingdome
	h	Holyness	2	Knowne
G	h	Holyghost	2	
Gather	h	Honour		L
Gave	h	Hospitality		Labour
Generall	h	How	u	Lament
Generat	h	Humble	u	Law
Generation	h	Husband	u	
Give	h			

This image shows a blank, aged, cream-colored page, likely an endpaper or flyleaf of a book. The paper has a slightly textured appearance with some minor discoloration and faint, illegible markings, possibly from the reverse side or due to age. The left edge of the page shows the binding structure, including what appears to be a vertical crease or fold line. The overall tone is warm and off-white.

Census of the City of New York			
Year	Population	Male	Female
1790	33,802	16,715	17,087
1800	46,331	23,154	23,177
1810	65,741	33,154	32,587
1820	95,872	48,154	47,718
1830	128,660	64,154	64,506
1840	181,126	91,154	90,000
1850	236,822	118,154	118,668
1860	312,710	156,154	156,556
1870	392,726	196,154	196,572
1880	515,695	257,154	258,541
1890	659,264	329,154	330,110
1900	833,494	416,154	417,340
1910	1,029,743	514,154	515,589
1920	1,294,976	647,154	647,822
1930	1,690,541	844,154	846,387
1940	2,032,883	1,021,154	1,011,729
1950	2,362,272	1,180,154	1,182,118
1960	2,704,733	1,350,154	1,354,579
1970	3,127,095	1,560,154	1,566,941
1980	3,504,446	1,750,154	1,754,292
1990	3,901,826	1,950,154	1,951,672
2000	4,318,287	2,150,154	2,168,133
2010	4,553,976	2,275,154	2,278,822
2020	4,880,235	2,440,154	2,440,081

The Table

4	Loose	7	Nevertheless	7	purpose
5	Lorne	-	not	7	put
5	Left	-	nothing		Q
5	Life	7	Notwithstanding		
5	Light			7	qualitie
5	Live			7	quantitie
5	Long	e	Of	7	quarter
5	Lord	e	Ofertymes	7	question
5	Love	e	Oh	7	quiet
	M	e	Omnipotent	7	quick
		e	Open		R
7	Majestie	e	Opportunitie		
7	Majestrate	n	Order	r	reconcile
7	Man	e	Ordinary	r	receive
7	Many	r	Ordinance	r	refresh
7	Manygmes	e	Originall	r	regard
7	Manyfold	e	Otherwise	r	rejoyce
7	Manifest	e	Over	r	religion
7	Malignatur	e	Outward	r	remember
7	Malignate			r	remnant
7	Night		P	r	repent
7	Ministor	e	patience	r	resurrection
7	Most	r	peculiar	r	returne
7	Mother	r	people	r	revenge
7	Multiplic	r	persecute	r	revelate
7	Multitudes	r	perswade	r	reward
	N	e	place	r	righteousness
		r	posteritie		S
7	Names	r	power		
7	Necessary	r	priviledge	r	Sacrifice
7	Necessity	r	principall	r	salvation
7	Neglect	r	principle	r	Satan
7	Neither	r	publique	r	Saviour

The Table

37

w	scomer	~	thanke	z	vs
h	scribe	~	thinke		W
d	scripture	o	them		
l	selfe	l	themselves	u	walke
q	selfelove	/	thus		wander
u	severall	<	tyne	7	wonder}
h	shall	<	torment		was }
on	shepherd	r	toward	7	wife }
h	should	4	trouble		well }
h	similitude	l	trust	w	will }
q	sin	t	truth		what
l	sometyms	t	turne	o	when
u	spectall			o	wicked
t	spirit		V	u	wisdoms
~	stand			3	with
1	strength	n	vanish	r	worke
9	strong	v	verse	n	word
2	succour	v	victory	r	world
2	support	2	understand	n	worship
h	sword	2	understandyng	u	would
	I	2	vice	z	zeale
4	tabernacle	v	vouchsafe		
8	tempt	v	vyon		

This Table is all taken out of the Letters of the Alphabet, two or three letters stands for a word, as in the begining page you see an example, and it is very little chary to memory .

The Art of Short writing

Chap: XV

of joyning 3 or 4. words in one, and all of them according to the Alphabet of Letters examples follow

as it is	but it is	it is said
as it were	for it is	it is christ
as it is said	for christ sake	lord jesus christ
as it was	it is soe	that it is
but now becau	is it not	that it was

Chap: XVI: of the Abbreviation of sentences

To that end nothing may be left out that may be advantageous to thee in this expeditious art I have described unto thee certaine infallible sentences, wherein there can be no mistake in the writing of them from any ministers mouth / The like before was never invented by any other, the characters thereof being Answerable to the Alphabet of letters, soe that if you doe but observe in the writing of the sentences following to leave out (the) and (of) the rest you write at large as for example for (The anger of god) (write anger god) thus (A₁) (for the benefitts of god) write (benefitts god) thus (A₂) (for the blood of christ) write (blood christ) thus (A₃) and soe in all the rest of them which is as you see plainly but little charge to memory yet are they shorter then any man can make markes for them as doth plainly appere by the ensuing examples

many more of the like nature might
be added but these I judge sufficient to
direct the Ingenious practitioner

e	the cause of god	e+	the office of christ
t	the cause of christ	p	the peace of god
n	the church of god	q	the people of god
u	the glory of god	f	the people of christ
u	the glory of christ	o	the power of god
u	the grace of god	t	the raigne of christ
u	the gift of god	n	the righteousness of god
u	the house of god	d	the spirit of god
u	the joyes of heaven	d+	the spirit of christ
n	the kingdom of grace	7	the wayes of god
n	the kingdom of glory	7+	the wayes of christ
n	the kingdom of god	u	the will of god
n	the kingdom of christ	w	the will of christ
n	the kingdom of heaven	z	the wisdom of christ
2	the kingdom of sathan	n	the word of god
u	the life of grace	n	the word of faith
u	the life of faith	r	the works of god
u	the life of christ	r	the worke of grace
u	the name of god	o	the wrath of god
			Finis

16 DE 51

Fear of God 24:

Fear of 2

Deliberately 3
Respond 2,